

Carlisle Housing Authority
Meeting Minutes
March 10, 2014

Present: Alan Lehotsky, Chair; W. Randall Brown; Carolyn Ing, Steven Pearlman and Elizabeth DeMille Barnett, Housing Coordinator. **Absent:** James Bohn

1. **Meeting called to order** at 7:34 p.m.
2. **Community Input.** Alan Lehotsky introduced Mark Levitan, who had been nominated to run for the vacant Housing Authority position at the March 10, 2014 Town Caucus, for the May 6, Town Election. The Housing Authority board members introduced themselves to Mr. Levitan.
3. **Approval of Minutes.** February 10, 2014 Minutes will be approved at next meeting.
4. **Old Business**

A. NOAH Benfield

i. **Project update** Alan Lehotsky reported that since the last meeting, residents had begun moving into the NOAH Benfield Farms development. He noted that Elizabeth D. Barnett had made extraordinary efforts in supporting applicants (both local preference and general lottery pools), who wished to move into the new development. W. Randall Brown inquired about the status of the solar panels which NOAH had discussed, and wanted to know if they were going to be installed.

ii **Lottery and Rental Schedule.** Ms. Barnett reported that according to NOAH, there are still Benfield Farms units available for the 60% Area Median Income (AMI) eligibility units (individual earning \$39,660 or less), which had been the most difficult to fill. Discussion followed on the U.S. Department of Housing and Development AMI income eligibility cut-offs and calculations.

B. Carlisle Affordable Housing Trust (CAHT) Master Plan Design Services for 338 Bedford Road Update. Mr. Lehotsky reported that at its February meeting, the CAHT voted to accept Scheme 1A of the Master Plan Concept Plans.

C. 338 Bedford Road – Department of Developmental Services (DDS) Group Homes Request for Proposals (RFP). Mr. Lehotsky reported that Ms. Ing Ms. Barnett and himself, are continuing to make progress on the first draft of the document and would be meeting shortly with Staff from the Department of Developmental Services. Steven Pearlman asked as to whether there would be a proposed tie-in to the Carlisle Public Schools Wastewater Treatment Facility. Mr. Lehotsky reviewed with the board, the MassDEP guidance which the CAHT Abacus Architects + Planners engineering consultant, Samiotes Consultants, had received as part of the Master Planning process. The MassDEP guidance would allow the

Housing Authority to issue a RFP which proposed a septic system be built to serve both group homes. Discussion followed on the Commonwealth of Massachusetts statute (Chapter 121B Section 3), the Carlisle Housing Authority is an independent governmental legal entity, with powers and authority independent of the Town of Carlisle, e.g., is able to issue bonds, own real estate, etc.

Also discussed were the next RFP review steps and the importance of Housing Authority review of the document.

- D. Long Ridge Road Chapter 40B.** Mr. Lehotsky reported that Jeffrey Brem, developer of the Long Ridge Road Chapter 40B, had responded to the Board of the Board of Selectmen's Letter to MassHousing regarding the Long Ridge Road Site Eligibility Application. Mr. Brem sent a response letter to MassHousing and copied the Board of Selectmen. Ms. Barnett offered to circulate Mr. Brem's response letter to the Housing Authority. The next step will be for MassHousing to review the Site Eligibility Application for approval and to incorporate community input as part of this review.
- E. CAHT Community Preservation Application for Fiscal Year 2015.** Mr. Lehotsky and Carolyn Ing reported that the two CAHT Community Preservation Committee (CPC) applications proposed 2014 Town Meeting articles, for 338 Bedford Road affordable housing development and unrestricted CAHT funds at \$100,000 each, had been revised on both accounts. The CPC had proposed that funding for the two-unit group homes proposed for 338 Bedford Road be approved at the requested level and also offered additional funds for pre-development (tearing down the existing structure) up to \$25,000 more with a one year "claw back." Discussion followed where it was agreed that a one-year "claw back" would not work for affordable housing developers who might be facing Town permitting and/or financing delays for the project. The second non-restricted community housing funds CPC request had been reduced to \$50,000, also with a one-year "clawback." Mr. Pearlman offered to research the "claw back" terms other communities with Community Preservation Act (CPA) funds.

Discussion followed on the importance receiving notification from the Community Preservation Committee on its meeting schedule, particularly in view of the fact that the only 2014 Town Meeting CPA Article being proposed was for community housing funding. Ms. Barnett proposed that she contact the CPC chair, and to report back to the Housing Authority on the next CPC meeting dates.

5. New Business

- A. Banta Davis.** Mr. Lehotsky reported that the Carlisle Public Schools had sent a letter to the Board of Selectmen saying that it needed additional information on the what the development requirements might be for a future 400-student school, prior to taking a vote as to whether to allow affordable housing on the Banta Davis property.

Following discussion on the history of the property, Ms. Barnett agreed to circulate the 2012 Town Counsel Opinion on allowable Banta Davis property uses.

It also was reported that CAHT had received the first drafts of the RKG, Inc. Market and Financial Feasibility Studies which estimated that it would cost the Town minimally \$10 million to subsidize three ground lease rental projects at 50 units, allowing the Town to reach its 10% affordable housing target. Mr. Brown recommended that the Town residents be made aware that the affordable housing pipeline would go dry following the 338 Bedford Road group homes project, leaving the Town vulnerable to smaller Chapter 40B's such as the proposed Long Ridge Road development. Ms. Barnett offered to circulate the draft RKG, Inc. reports to the board.

- B. Technology Committee Survey.** Ms. Barnett distributed the Technology Committee Survey which she had prepared as Housing Coordinator, for the Technology Committee. The Committee is conducting a top to bottom survey on Town technology usage and how best it might assist (or hinders) employees and boards in the efficient delivery of services to residents and work production. Suggestions in her survey included: a request for larger department e-mail server capacity which would take into account the size of documents/plans which were routinely sent and received (currently is the size is exceeded e-mail cannot be received); telephones with flashing lights and/or messages for voicemail notification (the current system requires that the telephone receiver be picked up to receive notification); secure Town-wide personal computer back up; and use of newer technologies such as "Dropbox" and Doodle. She requested that the Housing Authority review her survey and provide feedback and/or additional suggestions which she would share with the Committee.

4. Next Meeting Dates: Monday, March 24, 2014.

5. Meeting adjourned at 8:40 p.m. Motion by Mr. Brown, seconded by Mr. Pearlman, motion passed unanimously.

Respectfully submitted,

Elizabeth DeMille Barnett, Housing Coordinator